

HRIS Manual Warrant (Handwrite) Procedures - CSB Agencies

A manual payroll warrant or “handwrite” is requested by the agency when:

- An employee leaves state service
- An employee is paid for an incorrect amount
- A payroll deposit or warrant is not issued for an individual who worked during the pay period.

For those agencies using CSB as the HRIS Timekeeper function for their employees, CSB will perform this function on an interim basis. The following guide has been drafted to assist your agency in submitting a request to CSB for processing a manual payroll warrant.

Form GAO-99A, Request to Review a Manual Warrant (issued 12/29/03), provides the HRIS payroll policy and procedures for creating and approving Manual Warrants. Please note the form indicates the order in which the various types of warrants are processed. It also indicates requirements for a death or settlement.

To request CSB to process a manual handwritten warrant, the following documentation is required:

- 1) Original GAO-99A indicating reason for the request with signed approval by the agency director. Please complete Agency I.D., Employee E.I.N., Employee Full Name, Pay Period Begin Date, Pay Period End Date, Authorized By (name and signature), Date Authorized, and Contact (phone) Number. CSB will complete Warrant Date and Warrant Number when entered into HRIS.
- 2) Copy of the Personnel Action Form submitted to CaMP Human Resources.
- 3) Copies of all applicable support documents (examples: pay adjustment calculation, deduction correction information, and/or details supporting missed payment).
- 4) If an individual is terminated during a bi-weekly payroll period, the agency must notify CaMP and CSB on the date of the termination and:
 - a) Complete a Time Entry Form indicating the hours worked and leave hours taken during the current pay period ending date.
 - b) Identify any one-time deductions that need to be taken from an employee’s final check (example, uniform/equipment charges)
 - c) Identify any employee deductions that need to be deleted and not taken from the final paycheck.

All appropriate documentation must be submitted to the Central Services Bureau by 9 AM on the day following termination in order to complete the input processing by the deadlines established by HRIS. Failure to submit the GAO-99A form and supporting documentation in a timely manner, will result in delays in processing the manual warrant. GAO Payroll will determine the manual payroll warrant requests to be processed on a given day.

IMPORTANT NOTE: For terminated employees, the agency must notify CaMP and CSB on the date of the termination. Please contact CaMP Human Resources for the Personnel Administration rules that provides guidance on final payments for employee separations.